**WEST VIRGINIA
Department of
Health & Human
Resources**

West Virginia Cancer Registry

Secure Online
Data Submission System
(SODSS)

What is the West Virginia Cancer Registry Secure Online Data Submission System?

The West Virginia Cancer Registry (WVCR) Secure Online Data Submission System (SODSS) is a way for hospitals and other reporters of cancer data to send data to WVCR and be confident that the protected health information is secure from unauthorized persons.

What do I need to be able to use WVCR SODSS?

1. You need an internet connection. If your hospital has an issue with your having an internet connection, please ask them to contact the WVCR Director at (304) 356-4953. The Director will explain the importance of your being able to use secure data transmission to report cancer data.

2. If you use Internet Explorer as your browser, it should be version 6.0 or more recent with the latest Microsoft security patches. If you use Mozilla Firefox, it should be version 2.0.0.11 or more recent. To see what browser version you have, click on the word "Help" at the top of the browser. Then click on "About Internet Explorer" (if you use another browser, it would have the name of that browser).
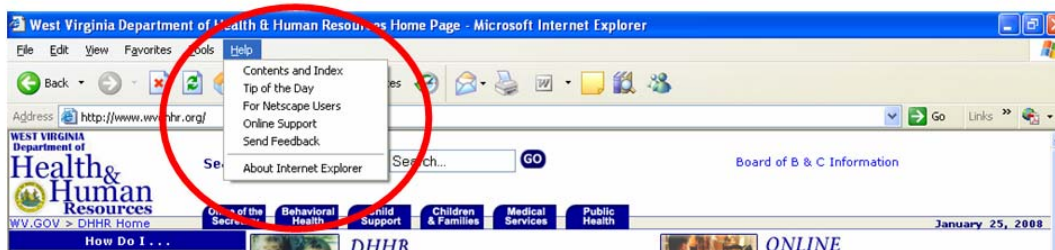

You'll then see a window that will have information about your browser, including the version. In this case, the browser is Internet Explorer 6.0.

Notice that the line after the version says "Cipher Strength: 128-bit." That's why the version is so important. Cipher strength refers to how complexly the data

are encrypted or scrambled. The higher the number of bits, the stronger the encryption. The United States Committee on National Security Systems views 128-bit encryption as "*sufficient to protect classified information up to the SECRET level.*[1]"

3. You need to be able to "zip" or compress the file you are sending. How you zip will depend on what operating system you use. For example, if you use Windows XP, right click on the file you want to zip, select "send to" and then select "compressed (zipped) folder." This will automatically zip the file for you. Earlier versions of Windows may have slightly different ways of zipping files, but the general principles are the same.
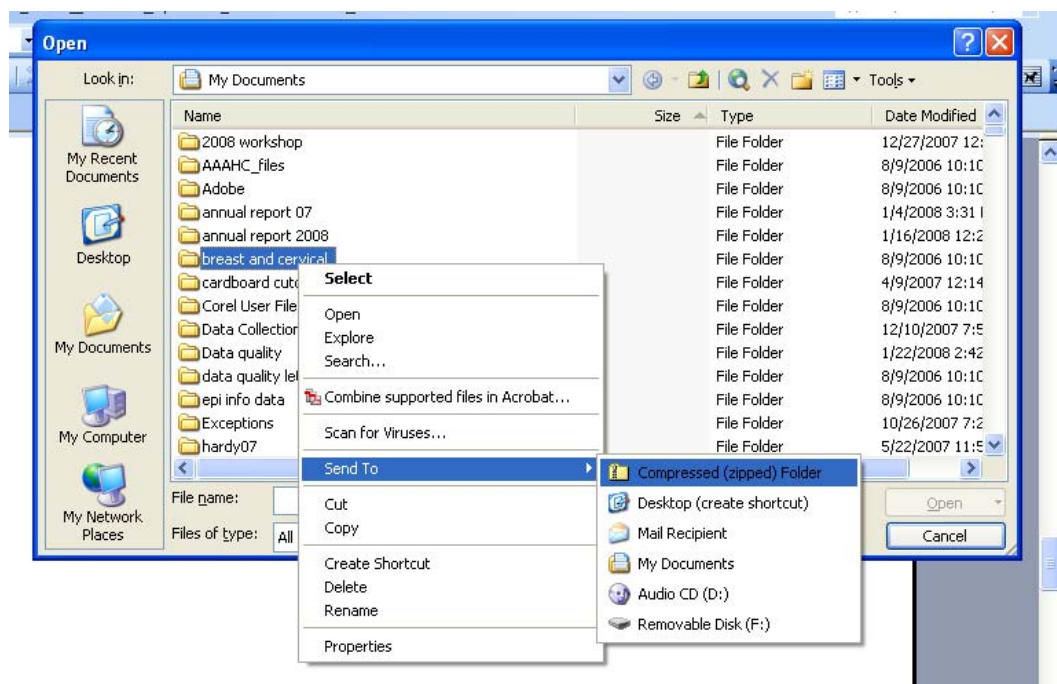
Please note: You MUST zip the file to upload it. Files that are not zipped cannot be uploaded.

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[1] Committee on National Security Systems. (2003). CNSS Policy No. 15, Fact Sheet No. 1. National Policy on the Use of Advanced Encryption Standards (AES) to Protect National Security Systems and National Security Information. Accessed online on 1/28/08 at http://www.cnss.gov/Assets/pdf/cnssp_15_fs.pdf.

4. You will also need a user name and password. You may already have been provided with a user name and password. Otherwise, if you, yourself, submit the data (e.g., in the past, e-mailed the data or put the data on a diskette or CD), you should get a user name and password. If your software vendor or someone from your facility's IT department submits the data, they should get the user name and password. Once your facility has identified who should get the user name and password, please call WVCR at (304) 356-4953 to provide contact information, and the contact will then be issued a user name and password.

How do I use WVCR SODSS?
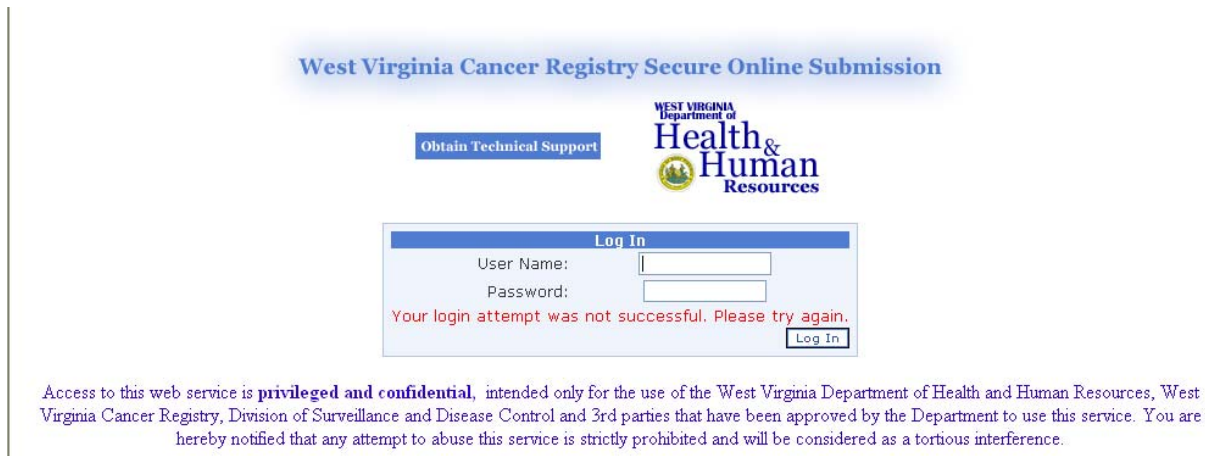
The website address for WVCR SODSS is:

https://www.wvdhhr.org/WvcrSecure/

When you go to that address, you'll see this screen[2]:

West Virginia Cancer Registry Secure Online Submission

Obtain Technical Support

WEST VIRGINIA
Department of
Health &
Human
Resources

Log In
User Name:
Password:
Log In

Access to this web service is **privileged and confidential**, intended only for the use of the West Virginia Department of Health and Human Resources, West Virginia Cancer Registry, Division of Surveillance and Disease Control and 3rd parties that have been approved by the Department to use this service. You are hereby notified that any attempt to abuse this service is strictly prohibited and will be considered as a tortious interference.

© Copyright 2008, WVDHHR - An Official State of West Virginia website. This website uses valid XHTML1.0 and CSS2. This website meets 508 accessibility requirements.

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[2] Tortuous interference, as noted in the legal warning, is causing harm by disrupting something that belongs to someone else.

Enter your user name and password. User names and passwords are case sensitive. This means you must use the same upper and lower case letters as are in the user name and password your were provided. If you don't, you'll see this:

Once you've entered your user name and password correctly, you'll see this screen:

To submit your data:

1. Click on the "browse" button. This will cause a window to pop up that allows you to select your file. **REMEMBER: THE FOLDER MUST BE ZIPPED.**
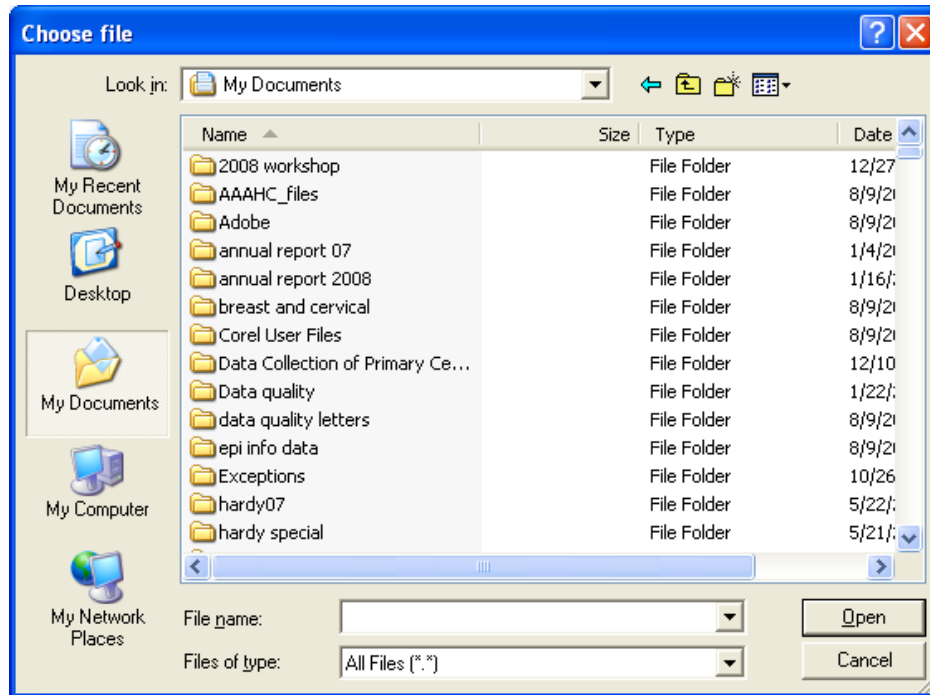
2. Once you've found the file you want to upload, you can either:

a. Click the left mouse button ONCE and click on the "open" button or

b. Click the left mouse button TWICE
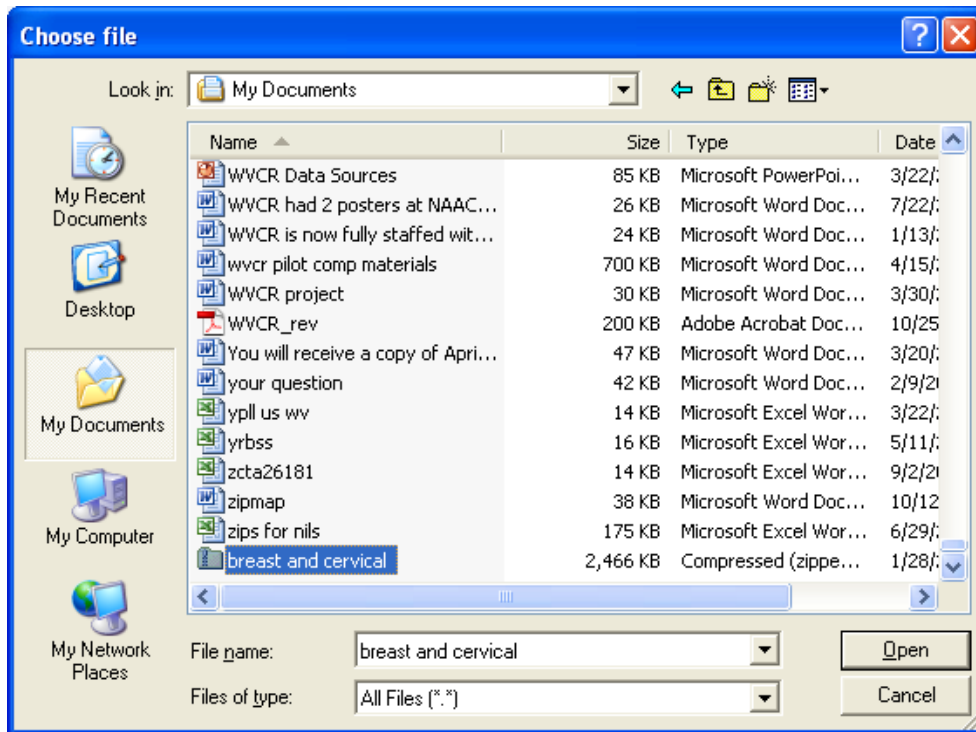
3. The address (i.e., the location on your computer) of the file you're transferring will appear in the window next to the "browse" button. In this case, the address is fairly long, so you only see the first part of it.

4. Click the "transfer file" button.

5. While the file is transferring, the "transfer file" button will change to "please wait."

6. When the file has transferred, you'll see a screen with the words "the file (name of your file) was uploaded successfully. Below the confirmation is a link you can click to "print confirmation."

West Virginia Cancer Registry Secure Online Submission

Obtain Technical Support

WEST VIRGINIA Department of Health & Human Resources

Welcome Test Hospital

Browse...

Transfer File (10MB Max)   Logout

The file C:\Documents and Setting████████████aments\breast and cervical.zip was uploaded successfully.

Print Confirmation
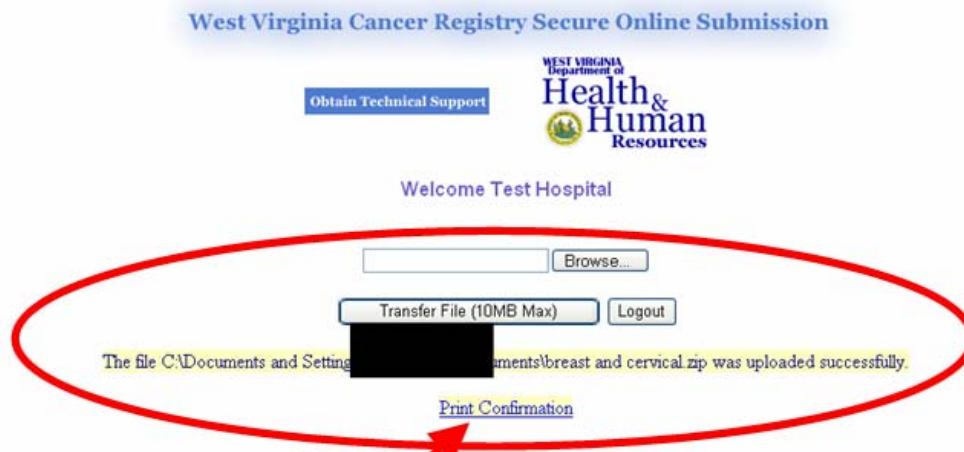
Note to Reporters: Files cannot be larger than 1██24 Kilobytes (10 Megabytes). If you need to transfer a larger file size please contact michaelp█k@wvdhhr.org for a temporary restriction release.

Access to this web service is **privileged and confidential**, intended only for the use of the West Virginia Department of Health and Human Resources, West Virginia Cancer Registry, Division of Surveillance and Disease Control and 3rd parties that have been approved by the Department to use this service. You are

7. If you click on "print confirmation," a new window will pop up. If you click on the printer icon, you will be able to print the confirmation. The text of the confirmation print out is the same as the text in the window.
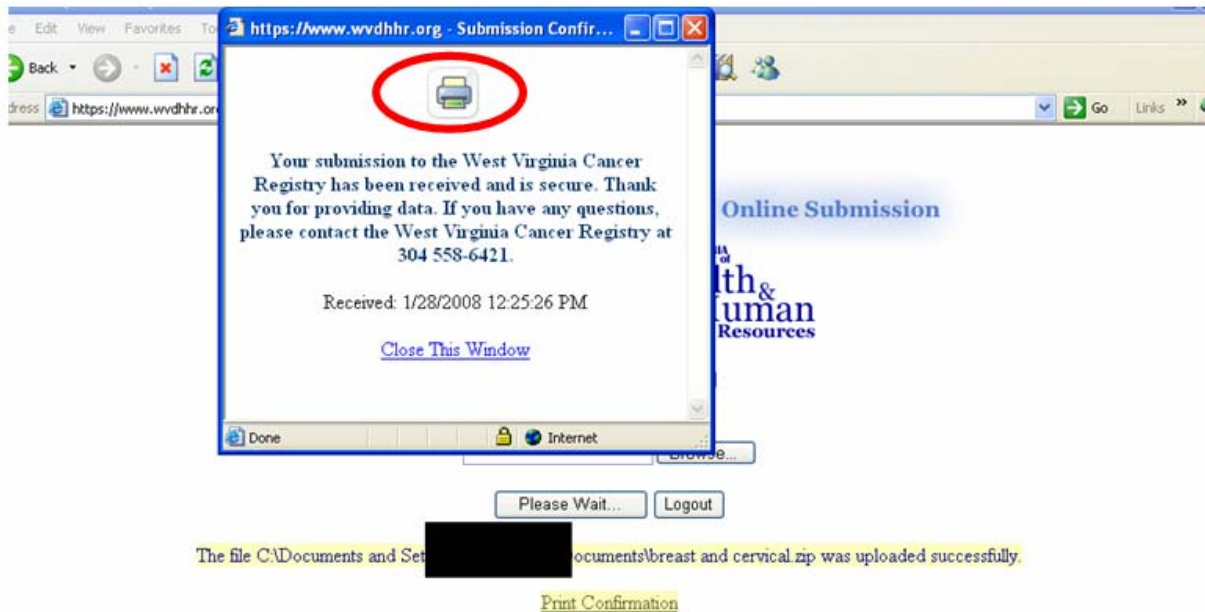
8. If you have more files to download, you can follow the same procedure again. Otherwise, click on the "logout" button and you'll be taken back to the sign-in page.

What happens next?

When a file is uploaded, e-mails are sent to the WVCR Data Manager and WVCR Director. They ensure that the files are downloaded into the Rocky Mountain Cancer Data System in a timely fashion. As in the past, when other methods of data submission were used, you will be contacted should there be a problem with your files.

How do I know how big my file is?

To see how large a file is, just click the right mouse button on the file name or icon (in this case, PLCged1). Click on "properties" on the menu that pops up.
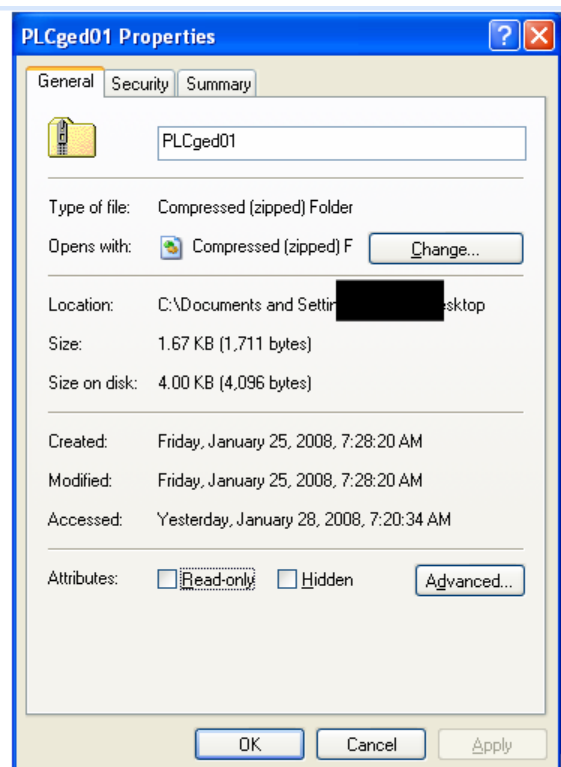
You'll then see a window that shows the file's properties, including its size (in this case, 1.67 KB).

REMEMBER: IF YOU SHOULD HAVE A FILE THAT'S TOO LARGE, YOU CAN CLICK "OBTAIN TECHNICAL SUPPORT" ON THE SIGN-IN SCREEN. THE RESPONSIBLE TECHNICIAN CAN GRANT A TEMPORARY EXEMPTION.

When I do an export, my software generates a number of files. Do I have to zip and individually submit each file?

No, you do not have to individually zip each file and submit each one. Here's an easier way:

1. Create a folder on your desktop or in some other location on your computer. If you create is on your desktop, just click the right mouse button while pointing to an empty space on your desktop. Select "new" from the first menu that appears and then "folder" from the second one.
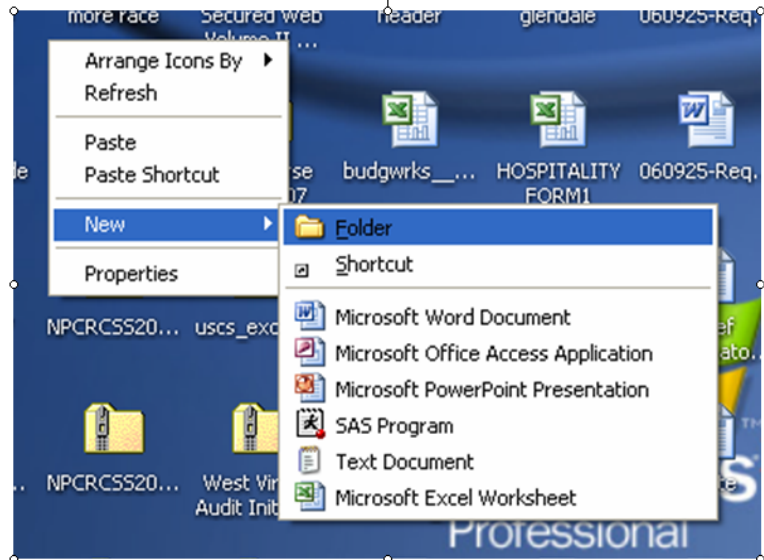
2. The new folder will appear on your desktop names, simply, "New Folder." To name it, simply type in the name you want. You may wish to name the folder something descriptive like "StSwithins1_1_08."
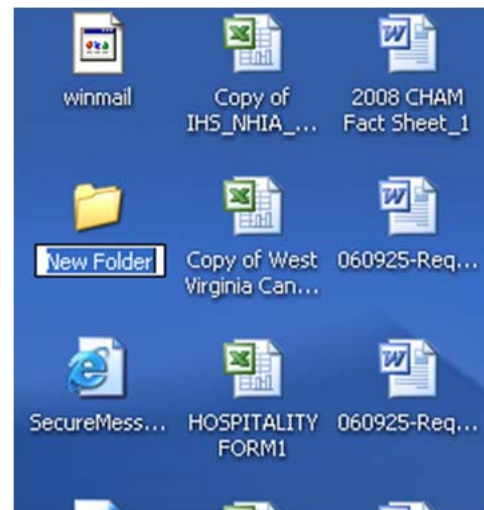
3. Depending on your software, you may have to copy the files into the new folder or you may be able to write them directly in the folder.

4. ZIP THE FOLDER and you are then ready to submit as outlined above.

Do we have to use this system? Can't we just keep e-mailing data or mailing CDs?

The National Program of Cancer Registries requires use of a secure reporting system. This reporting system meets those requirements and must be used by hospital reporters and central registries.